

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2312. Mrs C.L. Edwardes to the Minister for Consumer and Employment Protection; Indigenous Affairs; Minister Assisting the Minister for Public Sector Management

For all departments and agencies under the Minister's control -

- (a) which require staff to use a key entry -
  - (i) how many keys are issued for each department or agency;
  - (ii) what procedures are in place for the return of a key on the permanent departure of a staff member; and
  - (iii) when were these procedures instituted;
- (b) which require staff to use a card entry -
  - (i) how many cards are issued for each department or agency;
  - (ii) what procedures are in place for the return of a card on the permanent departure of a staff member; and
  - (iii) when were these procedures instituted?

Mr J.C. KOBELKE replied:

Department of Consumer and Employment Protection

- (a) The Department of Consumer and Employment Protection requires staff to use a key entry at some of its locations.
  - (i) As at the 1st January 2003, 165 keys have been issued.
  - (ii) In metropolitan locations these are returned to the Manager, and then passed on to the Divisional Finance & Administration Officer. In regional offices, the keys are returned to the Senior Regional Officer.
  - (iii) 1st July 2001.
- (b) The Department of Consumer and Employment Protection requires staff to use a card entry at the following locations:
  - (i) 463 cards – Forrest Centre  
263 cards – Westcentre  
76 cards – Southport Street, West Leederville  
20 cards – Bunbury Regional Office
  - (ii) In metropolitan locations these are returned to the Manager and then passed on to the Divisional Finance & Administration Officer. In regional offices, the keys are returned to the Senior Regional Officer.
  - (iii) 1st July 2001.

Department of Indigenous Affairs

- (a) (i) As at 1st January 2003, 106 MilKeys are issued to the Department of Indigenous Affairs (DIA) Perth office, and 39 regular keys to regional offices.
- (ii) Those staff departing permanently are requested to return the keys on their last working day. The request is made during the last week of employment. Perth office MilKeys are returned to an administrative officer, and regional office keys are returned to the staff member's supervisor.
- (iii) For the Perth office, at the time the MIL key system was installed in April 2000 and for regional offices, when the individual offices were opened.
- (b) (i) None.
- (ii-iii) Not applicable.

WorkCover WA

- (a) (i) As at 1st January 2003, 13 keys have been issued.
- (ii) The process is that the key is to be handed to the Contracts & Facilities Officer on the last day of employment.

- (iii) In 1998.
- (b)
  - (i) As at 1st January 2003, 170 cards have been issued.
  - (ii) The process is that cards are required to be handed to the Contracts & Facilities Officer on the last day of employment, if it is not followed the card is then cancelled and access to the premises is denied.
  - (iii) In 1998.

Western Australian Industrial Relations Commission

- (a) The Department of the Registrar, WA Industrial Relations Commission.
  - (i) All staff are issued with entry keys, because all staff need to access secure areas. The precise number of keys on issue is not divulged for security reasons.
  - (ii) A formal exit procedure exists, including following up non returned keys.
  - (iii) In 1995.
- (b)
  - (i) None.
  - (ii-iii) Not applicable.

Construction Industry Long Service Leave Payments Board

- (a)
  - (i) None.
  - (ii-iii) Not applicable.
- (b)
  - (i) None.
  - (ii-iii) Not applicable.